

PROPOSAL FORMS CHECKLIST

PROPOSAL OPENING: September 1, 2026 (PACIFIC TIME)

RFP #GCCD 2627-02: ADVOCACY CONSULTING SERVICES

Before preparing your Proposal, read thoroughly and acquaint yourself with the Scope of Work, Proposal Preparation Instructions, General Terms and Conditions, Proposal Forms and all forms of this RFP. A complete Proposal will be submitted pursuant to the "Proposal Preparation Instructions" section of this RFP and shall include, but not be limited to, the following:

- **Proposal Response**
- **Cost File**
- **Proposal Forms**
 - Proposal Forms Checklist
 - Proposal Form
 - Vendor Information and Signatory Page
 - Contract Terms and Conditions
 - Additions/Deletions/Exceptions
 - Background, Experience, and Reference Form
 - Certifications and Affidavits
- **Certificate of Insurance**
-

Upon award of the Agreement, the successful Vendor must sign the District's Agreement, see sample provided in the Proposal Award section of this RFP.

I, the undersigned, hereby Proposal and agree to furnish and deliver Services in accordance with the Scope of Work, Proposal Preparation Instructions, General Terms and Conditions, Proposal Forms, and all forms of this RFP. I have reviewed all the requirements to provide the Work set forth in the RFP, including, but not limited to, District's Scope of Work, Proposal Preparation Instructions, General Terms and Conditions, and Proposal Forms and hereby represent and warrant that Vendor has the capacity and ability to provide all Work required by RFP.

I, the undersigned, certify I am thoroughly familiar with the contents of this RFP and am authorized to represent the Proposing Vendor.

Vendor's

Name _____

Authorized

Signature _____

Date _____

Print

Name _____

Print

Title _____

PROPOSAL FORM

TO: THE GOVERNING BOARD OF GLENDALE COMMUNITY COLLEGE DISTRICT

FROM: (Vendor's Name) _____

The undersigned, having carefully examined all Request for Proposals ("RFP") Documents, including but not limited to the Scope of Work, Proposal Preparation Instructions, General Terms and Conditions, Proposal Forms, and Sample Agreement for:

RFP GCCD 2627-02: ADVOCACY CONSULTING SERVICES

hereby proposes and agrees to furnish all equipment, services, apparatus, tools, transportation, labor and materials, including cabling and connectors, necessary to complete the above-named Work in strict conformity with the Scope of Work and Proposal Documents including, if applicable, Work specified in the following addenda:

Addendum # _____, dated _____ Addendum # _____, dated _____

Addendum # _____, dated _____ Addendum # _____, dated _____

Addendum # _____, dated _____ Addendum # _____, dated _____

Addendum # _____, dated _____ Addendum # _____, dated _____

Vendor shall furnish and deliver Services specified in the "Scope of Work", attached hereto and made a part hereof, and all applicable permits and licenses. Not included in the price is Federal excise taxes and California state sales tax, per General Terms and Conditions.

Vendor acknowledges the selection of Vendor rests with the District. After submission and evaluation of Proposals, District reserves the right to invite participating Vendors to discuss the Proposal options and to clarify and agree upon mutual issues. It is understood that this Proposal shall remain open and not be withdrawn for the period specified in the RFP.

By signing and submitting this Proposal, I/We declare under penalty of perjury under the laws of the State of California that the price(s) quoted were arrived at independently. Neither the Proposal price nor the approximate amount of the Proposal has been disclosed to other Vendors or potential Vendors. Furthermore, I/We attest that no attempt has been made or will be made to induce any other entity to refrain from submitting a Proposal or to submit any complementary Proposal on the proposed Agreement and that this Proposal is made in good faith.

The undersigned fully understands that an Agreement is formed upon the acceptance of this Proposal by the District's Board of Trustees, and the undersigned further agrees that upon request, he/she will promptly execute and deliver to the District a written memorial of the Agreement and other required documents.

IMPORTANT NOTICE: If Vendor or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer and manager thereof; if a co-partnership, state true name of Vendor, also names of all individual co-partners composing Vendor; if Vendor or other interested person is an individual, state first and last names in full. This document must list names of person or persons authorized to bind the proposing organization.

If the Vendor is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the State of _____ and that _____, whose title is _____, is authorized to act for and bind the corporation.

It is understood and agreed that, should Vendor fail or refuse to return executed copies of the Agreement, and other documents and certifications to the District within ten (10) days of actual notice of the Award of the Agreement to Vendor, then the Vendor may be subjected to change all proposals.

Name of Vendor: _____

Organization Type
(check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Other:

Authorized
Signature

Print Name

Print Title

Date

Vendor Address:

City, State, Zip:

Tele

Fax

Email

Address

If Vendor is a corporation, affix corporate seal:

END OF PROPOSAL FORM

VENDOR INFORMATION AND SIGNATORY PAGE

LEGAL ENTITY TO WHICH AGREEMENT TO BE AWARDED IF YOU ARE THE SUCCESSFUL VENDOR		
BUSINESS NAME		
BUSINESS ADDRESS		
CITY, STATE, ZIP		
TELEPHONE NUMBER		
TYPE OF BUSINESS	☐ CORPORATION ☐ PARTNERSHIP ☐ JOINT VENTURE ☐ LLC ☐ PROPRIETORSHIP ☐ OTHER:	
BUSINESS TAX ID #		
BUSINESS LICENSE	Issuing City, St	License Number:
# OF YEARS IN BUSINESS		
HAS BUSINESS CHANGED NAMES IN PAST 3 YEARS? ☐ YES ☐ NO	IF YES, PROVIDE FORMER NAME(S):	
BUSINESS OWNER CONTACT INFORMATION		
OWNER NAME		
	Telephone #	Email Address
PRIMARY CONTACT INFORMATION, if different than above		
CONTACT NAME		
CONTACT TITLE		
ADDRESS		
CITY STATE, ZIP		
	Telephone #	Email Address
TECHNICAL SUPPORT CONTACT INFORMATION		
CONTACT INFORMATION	Telephone #	Email Address

DO NOT TAMPER WITH NOR ALTER ANY OF THE PROPOSAL DOCUMENTS. ANY TAMPERING WITH, OR ALTERING OF, PROPOSAL DOCUMENTS WILL AUTOMATICALLY RENDER PROPOSAL AS "NON-RESPONSIVE" AND IT WILL BE REJECTED.

The above business, contact and technical information is true and correct. Further, I have read and understand that there can be no tampering with, or altering of, the Proposal documents. Below is the name and signature of the individual authorized to complete, sign and submit this Proposal.	
Signature	
Print Name	Print Title
Telephone #	Email Address

END OF VENDOR INFORMATION AND SIGNATORY PAGE

CONTRACT TERMS AND CONDITIONS

Each Vendor must state below whether it accepts the attached standard form of District agreement ("Agreement"). Any exceptions must be included, if at all, with Vendor's proposal submission.

NOTE: Exceptions taken to terms and conditions may be a negative factor in evaluation of Vendor's proposal or disqualification.

Initial the Appropriate Choice, below:

_____ Vendor **accepts** the form of Agreement **without exception**.

or

_____ Vendor proposes **exceptions/modifications** to the form of Agreement. If this choice is selected, Vendor shall:

1. Summarize any and all exceptions to the form of Agreement in this form, and
2. Enclose both a "red-lined" version of the Agreement, which clearly shows each proposed exception/modification, and
3. Provide a written explanation to substantiate each proposed exception/modification.

Vendor hereby agrees to the terms listed above. Below is the name and signature of the individual authorized to complete, sign and submit this Proposal.	
Signature	
Print Name	Print Title
Telephone #	Email Address

END OF CONTRACT TERMS AND CONDITIONS

ADDITIONS, DELETIONS, AND/OR EXCEPTIONS

Please state any and all Additions, Deletions, and/or Exceptions that you are taking to any portion of this RFP or the Sample Agreement. If not addressed below, then District interprets such as that the Vendor will adhere to all terms and conditions listed herein. Vendor may attach additional sheets if necessary.

[illegible]

END OF ADDITIONS, DELETIONS, AND/OR EXCEPTIONS

BACKGROUND, EXPERIENCE, AND REFERENCES

District expressly reserves the right to reject the Proposal of any Vendor who, upon investigation, has been determined to fail to complete similar contracts in a timely fashion or in a satisfactory manner. Such rejection would, if applicable, be based upon the principle that the Vendor poses a substantial risk of being unable to completely deliver the Work in a cost-effective, professional and timely manner and the District will comply with applicable law to find the Vendor "non-responsible". The District, at its sole discretion, shall establish the criteria to be assessed when determining if a Proposal should be rejected based on the Vendor's potential inability to the completely deliver the Work and/or meet the needs of the District.

In performing the above-described responsibility determination, the District reserves the right to utilize all possible sources of information in making its determination, including but not limited to: inquiries to regulatory state Boards and agencies, Dunn and Bradstreet credit reports, inquiries to companies and public entities for which the Vendor has previously supplied Work in regards to reference checks and examination of all public records.

The Vendor must provide three (3) references, **a minimum of one (1) from a United States Community College or Institute of Higher Education, and two (2) from other public education institutions or public entities**. Vendors may be asked to coordinate meetings or site visits between the judging committee and reference account contacts.

VENDOR TO COMPLETE FOLLOWING: FAILURE TO FURNISH REFERENCES IN THE FOLLOWING FORMAT MAY CAUSE PROPOSAL TO BE REJECTED AS NON-RESPONSIVE. ADDITIONAL PAGE MAY BE USED. IDENTIFY RESPONSES TO MATCH THE REFERENCE # BELOW.

REFERENCE #1 – Higher Education Institution

District or Entity:			
Name of Contact:			
Address:			
Phone # of Contact:		Email of Contact:	
Scope of Work and Amount:			

REFERENCE #2

District or Entity:			
Name of Contact:			
Address:			
Phone # of Contact:		Email of Contact:	
Scope of Work and Amount:			

REFERENCE #3

District or Entity:			
Name of Contact:			
Address:			
Phone # of Contact:		Email of Contact:	
Scope of Work and Amount:			

Vendor's	
Name	
Authorized	
Signature	Date
Print	Print
Name	Title

END OF BACKGROUND, EXPERIENCE AND REFERENCES

CERTIFICATIONS AND AFFIDAVITS

After reading EACH of the following sections, Vendor must enter requested information, then compete and sign the signature box at the end of this section certifying awareness and compliance with EACH section.

1. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY.** (applicable to all agreements funded in part or whole with federal funds).

- a. By executing this contractual instrument, Vendor agrees to comply with all applicable federal regulations, including, but not limited to, 2 C.F.R. 200, as well as with all applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98).
- b. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Vendor's present responsibility;
 - 3) Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in b.2. above, of this certification;
 - 4) Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transaction (Federal, State or Local) terminated for cause or default;
 - 5) Shall not, except as otherwise provided under applicable federal regulations, knowingly enter into any lower tier covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded by any federal department or agency from participation in such transaction; and
 - 6) Include in all lower tier covered transactions, and all solicitations for covered transactions, provisions substantially similar to those set forth herein.

2. **"PIGGYBACK" PROVISION** - It is the intent of the District that, pursuant to Public Contract Code Sections 20118 and 20652, other public agencies (city, special district, public authority, public agency, school district or other political subdivision of the State of California), may utilize the provisions of this Proposal pursuant to the specifications set forth herein. District waives its right to require such other entities to draw their warrants in the favor of the District and authorizes each agency to make payment directly to the successful Vendor. District shall incur no financial responsibility in connection with a purchase order from another public entity. Vendor's agreement or failure to agree to the "piggyback" provision **will not** be a factor in the award. This piggyback will remain available for the duration of the Proposal award. Check one of the following:

☐	Piggyback provision GRANTED	☐	Piggyback provision NOT GRANTED
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3. **WORKERS' COMPENSATION INSURANCE STATEMENT.** I am aware that California Labor Code §3700(a) and (b) provides: "Every employer except the State shall secure the payment of compensation in one or more of the following ways:
- a. By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State;
 - b. By securing from the Director of Industrial Relations a Certificate of Consent to Self-Insure either as an individual employer, or one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees."

I am aware that the provisions of California Labor Code §3700 require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of this Agreement.

4. **NON-COLLUSION DECLARATION.** (PUBLIC CONTRACT CODE SECTION 7106) - The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Proposal is genuine and not collusive or sham. The Vendor has not directly or indirectly induced or solicited any other Vendor to put in a false or sham Proposal. The Vendor has not directly or indirectly colluded, conspired, connived, or agreed with any Vendor or anyone else to put in a sham Proposal, or to refrain from submitting a Proposal. The Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Vendor or any other Vendor, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Vendor. All statements contained in the Proposal are true. The Vendor has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof, to effectuate a collusive or sham Proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Vendor that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Vendor.

5. **DRUG-FREE WORKPLACE CERTIFICATION.** I am aware of the provisions and requirements of California Government Code §8350, et seq, the Drug-Free Workplace Act of 1990. I am authorized to certify, and do certify, on behalf of Vendor that a drug-free workplace will be provided by Vendor by doing all of the following:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Vendor's workplace and specifying actions which will be taken against employees for violation of the prohibition;
 - b. Establishing a drug-free awareness program to inform employees about all of the following:
 - 1) The dangers of drug abuse in the workplace;
 - 2) Vendor's policy of maintaining a drug-free workplace;
 - 3) The availability of drug counseling, rehabilitation and employee-assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations.
 - c. Requiring that each employee engaged in the performance of the Agreement be given a copy of the statement required by subdivision (a), above, and that as a condition of employment by Vendor in connection with the Work of the Agreement, the employee agrees to abide by the terms of the statement.

Vendor agrees to fulfill and discharge all of Vendor's obligations under the terms and requirements of California Government Code §8355 by, inter alias, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace; (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Agreement be given a copy of the statement required by California Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.

Vendor and I understand that if the District determines that Vendor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §8355, the Agreement awarded herein is subject to termination, suspension of payments, or both. Vendor and I further understand that, should Vendor violate the terms of the Drug-Free Workplace Act of 1990, Vendor may be subject to debarment in accordance with the provisions of California Government Code §8350, et seq.

Vendor and I acknowledge that Vendor and I are aware of the provisions of California Government Code §8350, et seq, and hereby certify that Vendor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

6. **CERTIFICATION REGARDING LOBBYING - FOR CONTRACTS, GRANT, LOANS AND COOPERATIVE AGREEMENTS** - This Certification is required for Proposals of \$100,000 or more pursuant to 31 U.S.C. 1352. The undersigned certifies, to the best of his/her knowledge and belief, that:

- No Federal appropriated funds have been paid, or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative Agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative Agreement.
- If any funds other than Federal appropriated funds have been paid, or will be paid, to any person for officer or employee of Congress, or an employee of a Member of congress in connection with this Federal contract, grant, loan or cooperative Agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with this instruction.
- The undersigned shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrant and contracts under grants, loans and cooperative Agreements) and that all subrecipients shall certify and disclose accordingly.

This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than Eleven Thousand Dollars (\$11,000) and not more than One Hundred Ten Thousand Dollars (\$110,000) for each such failure.

CHECK APPROPRIATE BOX:

☐	No non-Federal funds have been used, or are planned to be used for lobbying in connection with this application/award/contract.
☐	Attached is a Standard Form LLL, "Disclosure of Lobbying Activities", which describes the use (past or planned) of non-Federal funds for lobbying in connection this is application/award/contract.
☐	Not Applicable – Proposal is not \$100,000 or more.

7. **NON-DISCRIMINATION CERTIFICATION**. Vendor, hereby certifies that in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of race, color, religion, nationality, national origin, ancestry, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam-era veteran status, except as provided for in Section 12940 of the California Government Code. Vendor shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

CERTIFICATION AND AFFIDAVITS SECTION – By signing below, the undersigned, certifies (1) having read each and every Certifications and Affidavit above, (2) having provided truthful responses and (3) Vendor is in compliance with each and every one of the above as required. Further, Vendor declares and certifies that the representations made herein are made under penalty of perjury under the laws of the State of California.	
Vendor's Name _____	
Authorized Signature _____	Date _____
Print Name _____	Print Title _____

END OF CERTIFICATIONS AND AFFIDAVITS